



# COLLIN COUNTY

Rick Monk  
Facilities Director  
4600 Community Avenue  
McKinney, Texas 75071  
www.collincountytx.gov

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InterOffice Memorandum  
June 9, 2020

To: Michalyn Rains/Purchasing Agent  
From: Rick Monk/Facilities Director  
RE: Change Order: Janitorial Supplies, IFB No. 2018-251; Infinity Supply & Service

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Request Commissioner's Court consideration and any action regarding approval of Change Order No. 1 to IFB 2018-251, Janitorial Supplies, Infinity Supply & Service:

- 1) Extend the contract from period July 1, 2020 through June 30, 2021.
- 2) Remove and replace line item 46 with Collin County approved equal, price to remain the same.
- 3) Add Force Majeure to Terms of Contract, and authorize Purchasing Agent to execute same.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.